

Description of Position	<p>Title of Position: <u>Cook's Helper</u> Classification Code: <u>02141100</u></p> <p>Salary Range: <u>309A (\$24682-26334)</u> Reference Position No: <u>3330-10000-049</u></p> <p><u>Children, Youth & Families Juvenile Correctional Services</u> Application Period: <u>9/8/2004 to 9/14/2004</u></p> <p>Department or Agency Name Division—Section—Unit</p> <p>Assignment(s)/Comments: Location: <u>RI Training School</u></p> <p>Restrictions/Limitations: <u>Limited (4/2/2005)</u> <u>Culinary Services</u></p> <p>Shift and Days <u>Days off: Sun/Mon/Tues</u> <u>Cranston, RI</u></p> <p><u>Thurs/Fri/Sat: 6:30am to 6:00pm Wed: 10:00am to 6:00pm</u></p> <p>Position Covered By Collective Bargaining Union Agreement Yes <input checked="" type="checkbox"/> No</p> <p>Name of Bargaining Union: <u>Council 94</u></p> <p>There is is not <input checked="" type="checkbox"/> a Civil Service List for this position See A/B or Both for Specific Instructions</p>
General Information To Candidate	<p><u>Instructions:</u></p> <p>A. <u>STATE EMPLOYEE LATERAL BIDDER:</u> Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please submit a letter "bid" noting your intention to bid, the position title and posting number (found on upper left hand corner of posting).</p> <p><u>Most important</u> – please include the following information:</p> <ul style="list-style-type: none"> • The title of the position for which you are applying • Name of your department where you are currently employed • Title of your present position and date you entered it • Your business telephone number • Date you entered State service • Present Union Affiliation *** <p>*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.</p> <p>B. <u>NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:</u></p> <p>If indicated above that no civil service list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all of the questions on the application form, you may delay consideration of your application.</p> <p>C. <u>AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS:</u></p> <ul style="list-style-type: none"> • <u>REASONABLE ACCOMODATION:</u> <p>If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for the position.</p> <ul style="list-style-type: none"> • <u>MEDICAL INFORMATION:</u> <p>Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulation of the Americans with Disabilities Act (ADA).</p>
Statement of Duties	<p><u>DUTIES / RESPONSIBILITIES:</u></p> <p>To work as a helper to a cook, baker or food service supervisor by performing simple tasks in the preparation of foods and beverages (hot or cold) in a kitchen of a state institution; or, to perform food service duties in a dining room or cafeteria served by this kitchen; to perform food preparation duties in a kitchen or to operate the pan and rack washing machine in the central food processing plant; or to perform those duties necessary to maintain cleanliness in the kitchen and related areas; and to do related work as required.</p> <p><u>FILLING OF POSITION CONTINGENT UPON RECEIPT OF FUNDING APPROVAL FROM DEPARTMENT OF ADMINISTRATION – BUDGET OFFICE</u></p> <p><u>POSTED FOR LATERALS AND RECRUITMENT</u></p>
Minimum Education and Experience	<p><u>EDUCATION / EXPERIENCE/ SPECIAL REQUIREMENTS:</u></p> <p><u>Education:</u> Sufficient to follow simple verbal and written directions and to generate simple sums and differences; and</p> <p><u>Experience:</u> Such as may have been gained through: employment as a helper in a kitchen or bakery in a hospital, hotel or restaurant which required the performance of routine work in food preparation, food service and various tasks incidental to the preparation of food in a kitchen or bakery, and food service in a dining room or cafeteria.</p> <p><u>Or,</u> any combination of education and experience that shall be substantially equivalent to the above education and experience.</p> <p><u>SPECIAL REQUIREMENT: AT THE TIME OF APPOINTMENT MUST BE PHYSICALLY QUALIFIED TO PERFORM ASSIGNED DUTIES AS EVIDENCED BY A PHYSICIAN'S CERTIFICATE.</u></p>
Where To Apply	<p>Apply within the application period as shown on this announcement, <u>NOTE:</u> Some state union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office <u>does not</u> assume responsibility for applications sent through the mail. <u>SEND RESUME or CS-14 Application to:</u></p> <p>Dept. of Children, Youth & Families Phone: (401)528-3681</p> <p>Office of Human Resources Fax: (401)528-3680</p> <p>101 Friendship St., 2nd Floor TDD: (401)222-5803</p> <p>Providence, RI 02903</p> <p>Attn: Ellen L. Moan</p> 